

LEGAL ASSISTANT

DEFINITION

To provide paraprofessional, administrative and technical assistance to professional legal staff; provide direct supervision to support staff; manage office operations and clerical activities conducted in support of departmental programs; and provide highly responsible secretarial assistance to the City Attorney.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Attorney.

Provides direct supervision over assigned secretarial and clerical personnel.

ESSENTIAL DUTIES

1. Provides responsible paraprofessional and technical assistance to the City Attorney and other professional legal staff; performs legal research and prepares draft City Council agenda items.
2. Coordinates the daily operation of the City Attorney's office which involves the direction and supervision of others; performs administrative detail work and maintains appropriate records and statistics.
3. Assists in the preparation of departmental budget; makes budget recommendations relative to assigned program areas of responsibility; coordinates and compiles budget recommendations; monitors budget spending.
4. Assists in formulating office policy, goals and procedures; collects and compiles relevant data supporting recommendations.
5. Provides preliminary review of contracts and other legal documents for accuracy and completeness.
6. Conducts specific and moderately complex analyses of a wide range of legal documents.
7. Compiles materials and prepares reports and documents including confidential documents, memos, pleadings, legal documents, and correspondence.
8. Performs highly responsible secretarial duties for the City Attorney including maintaining calendars, responding to correspondence, and typing reports and letters.

ESSENTIAL DUTIES (continued)

9. Conducts surveys and performs research and statistical analyses as requested; prepares related reports.
10. Responds to inquiries and requests for information from the public and City staff.

OTHER JOB RELATED DUTIES

1. Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Principles and practices of organization and administration of a law office.
- B. Applicable federal, state and local laws regulations.
- C. Principles and practices of community relations and office management.
- D. Basic budgetary systems and procedures.
- E. Basic statistics and quantitative analytic techniques.

Ability to:

- F. Learn the operation, policy and procedures of the City Attorney's office.
- G. Research and draft City Council action items and routine legal documents.
- H. Review and analyze legal documents and perform legal research.
- I. Analyze situations accurately and develop effective courses of action.
- J. Prepare and monitor a department budget.
- K. Evaluate and develop improvements in operations, procedures, policies, or methods.

Ability to (continued):

- L. Communicate clearly and concisely, both orally and in writing.
- M. Perform administrative detail work including preparing clear and concise reports.
- N. Establish and maintain effective working relationships with those contacted in the course of work.
- O. Select, supervise, train, and evaluate personnel as assigned.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of highly responsible legal secretarial experience including research and analyses of legal documents.

Training:

Equivalent to the completion of the twelfth supplemented by course work in public administration, paralegal or a closely related field.

PROBATIONARY PERIOD: One year

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May 1990

Revised: August 1995

AAP GROUP: 15

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt